



**TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE**

COVID-19 Protocol, online meeting  
Meeting Minutes: January 10, 2022  
Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held online live on Facebook and was posted to YouTube with closed captioning after the meeting.

Mayor Sandra Snow called the meeting to order at 6:00 p.m., and Chief Administrative Officer (CAO) Dan Troke reported the following members of Council and staff were present:

**1. PRESENT**

**Council:**

- Mayor Sandra Snow
- Deputy Mayor Cate Savage
- Councillor Craig Gerrard
- Councillor Paula Huntley
- Councillor Cathy Maxwell
- Councillor Gillian Yorke
- Councillor Andrew Zebian
- Dan Troke, Chief Administrative Officer
- James Butler, Kentville Police Service
- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Jason Bethune, IT Manager
- Debra Crowell, Director of Finance
- Beverley Gentleman, Director of Planning
- Jennifer West, Recording Secretary
- Geoff Muttart, Solicitor

**Staff:**

**Guests:**

- Steve Boles – AET Consulting

**REGRETS**

None.

**DECLARATIONS OF CONFLICT OF INTEREST**

None.

Note: *“Points from Discussion”* below show comments made by individual councillors during debate. They do not necessarily represent the opinion of the group.

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Approved February 14, 2022

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## **2. APPROVAL OF THE AGENDA**

It was moved by Councillor Gillian Yorke and Councillor Craig Gerrard

**That the agenda for the Council Advisory Committee meeting of January 10, 2022 be approved as presented.**

- Request to add (**Zebian**): Discussion on the conduct of council meetings.  
Chair does not add the item to the agenda and refers to Roberts Rules of Order.

### **MOTION CARRIED**

## **3. APPROVAL OF THE MINUTES**

(a) Council Advisory Committee, Meeting Minutes, December 13, 2021.

**It was moved that the minutes from the Council Advisory Committee meeting held on December 13, 2021 be approved as presented.**

### **MOTION CARRIED**

## **4. PRESENTATION**

### **(a) AET Consulting – Steve Boles**

Steve Boles, Manager, GHG & Sustainability Services at AET Consulting, presented findings from the Kings County Regional Greenhouse Gas Emission Reduction Opportunity Study. The report found that there are a number of actions that municipalities can take in Kings County to meet a regional target of net zero emissions by 2050.

*Presentation available for more information*

- Discussion
  - Questions about apartment buildings as being residential or commercial. AET will confirm this information.
  - Are there other municipalities that have this reduction target? Some municipalities use 2030 and 2050 as a benchmark.

## **5. DEPARTMENT REPORTS AND RECOMMENDATIONS**

### **(a) Finance**

#### **(1) Directors Report**

Director Deb Crowell submitted her report for the period ending December 31, 2021. To this date overall revenue exceeds the average at 89.8%. The overall expenditures are above the benchmark at 76.9%.

*See report for more information.*

**(2) Projection Report**

Director Deb Crowell submitted the projection report for the period ending December 31, 2021. In this report, the Town is projecting a surplus position of \$165,000.

*See report for more information.*

**(b) Planning and Development**

**(1) Director's Report**

Director Bev Gentleman submitted her report for December 2021. Highlights included a building valuation of \$26,272,200 for the year. The report also included project updates about the Ryan's Park, Affordable Housing Funding, Miners Landing, Kentville Business Park, and the variance appeal.

*See report for more information.*

**(2) Community and Economic Development Report**

CAO Troke submitted this report for December 2021. Highlights included centre square, Alan Syliboy mural, winter marketing, and winter events.

*See report for more information.*

**(c) Parks and Recreation**

**(1) Director's Report**

Director Rachel Bedingfield submitted her report for December 2021. Some of the highlights included changes to COVID-19 restrictions, programs, and preparation for posting the facility manager job posting.

*See report for more information.*

**(d) Police Report**

**(1) Chief's Report**

The Police Commission has not met yet, there is no report for CAC.

*See report for more information.*

**(e) Engineering and Public Works**

**(1) Director's Report**

Director Dave Bell submitted his report for December 2021. Some of the highlights included water connections, road salt deliveries, and orientation of new engineer Ahmad El-Kadri.

*See report for more information.*

**(f) Administration**

### **(1) Chief Administrative Officer's Report**

CAO Troke submitted his report for December 2021. Some of the highlights included changing public health orders, budget reviews, intermunicipal service agreements and housing and homelessness discussions.

*See report for more information.*

- **Discussion, All Staff Reports:**

- Are there any impacts from the proposed land use bylaw change to short term rentals?
- Property valuation services made a change to the valuation of federal properties which resulted in less revenue.
- Regarding technical work starting on the Donald Hiltz connector. This includes topographical and survey work to update information and bring the new engineering staff up to speed.
- Regarding the perpetual fund, is it concerning that there were high capital losses and management fees compared to last year? Capital losses were related to retirement of a bond. The management fees lag behind by one month making it look like a loss this year.
- The Police Commission has been reviewing a bylaw around appointments and terms and will continue this discussion at future meetings.
- CAO Troke gave a review of legal fees and insurance claims. When legal counsel is engaged on a case, they are all captured in one area of the budget.
- Regarding detached auxiliary units, could there be wording to define or exclude a shipping container or other unusual structure? These types of structures are excluded from the land use bylaw and any other structures must adhere to the building code.
- Could tiny homes be built as an auxiliary unit? Yes some would be acceptable.

### **Withdrawal from Capital Reserves**

Director Deb Crowell presented a request to withdraw funds from two of the town's capital reserves to support the purchase of a loader vehicle.

*See report for more information.*

It was moved by Councillor Cathy Maxwell and seconded by Councillor Craig Gerrard

**That Council Advisory Committee Recommend**

**That Council approve the withdrawal of \$125,000 from two town Capital Reserves to partially fund the purchase of transportation equipment.**

*To be brought forward at the January 31, 2021 meeting of Council*

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Gillian Yorke

**That the reports from the directors be accepted as delivered.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

## **6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**

### **(a) Public Forum Change of Format**

CAO Troke presented the staff report that outlined necessary changes to the Public Forum, scheduled for January 18. Due to public health restrictions, the meeting cannot be held in person but must be moved online, or moved to later in the year.

*See report for more information.*

It was moved by Councillor Andrew Zebian and seconded by Councillor Gillian Yorke

**That the CAC direct the CAO to proceed with planning a virtual meeting in support of the January 18 2022 public forum.**

**MOTION DEFEATED**

*Councillors who voted against this motion:*

*Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

- Discussion
  - Would staff be able to use a platform like Bang the Table? This platform could be used but would require some preparation.
  - Concerns about holding the event online and a lack of participation, and a lack of personal connection.

## 7. CORRESPONDENCE

(a) None.

## 8. NEW BUSINESS

### (a) Revision to the Land Use Bylaw

Director Gentleman described the existing land use bylaw as it pertains to accessory dwelling units, and the need for changes to the maximum size of these buildings.

*See report for more information.*

- Discussion
  - Concerns about existing housing crisis and appreciation to the planning team for considering this amendment.
  - Does zoning affect this amendment? No it's only for single family homes.
  - Council might consider discussing grants to property owners to build these kinds of structures to help reduce the housing crisis.
  - Director Gentleman recommends having the public hearing prior to the February meeting of Council.

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Cathy Maxwell

### **That Council Advisory Committee Recommend**

**That Council approve first reading of the land use bylaw amendment on the matter of auxiliary dwelling units to:**

- **Align the maximum square footage for an auxiliary dwelling unit within a single-family dwelling with the National Building Code, which is 80% of the gross floor space area of the main dwelling up to a maximum of 80 square meters without limitations on the number of bedrooms;**
- **Allow detached auxiliary dwelling units Garden Suites to have a maximum floor area of 80% of the gross floor area of the main dwelling, not to exceed 1000 square feet.**

*To be brought forward at the January 31, 2022 meeting of Council*

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

### **(b) Request for Property Tax Exemption**



CAO Troke described policy Statement G37F which offers property owners who have suffered a total loss by fire or other circumstance, to request to have their property tax waived. Residents of 16 Redden Avenue have lost their home to a fire and request that their tax be waived from March 2021.

*See report for more information.*

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Cathy Maxwell

**That Council Advisory Committee direct the CAO to seek a new valuation for the property at 16 Redden Avenue destroyed by fire with the PVSC.**

*To be brought forward at the January 31, 2022 meeting of Council*

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

**9. PUBLIC COMMENTS**

(a) None

**10. IN CAMERA**

(a) None

**11. ADJOURNMENT**

It was moved by Councillor Cathy Maxwell

**That Council Advisory Committee adjourn at 7:23 pm**

**MOTION CARRIED**

Minutes Approved, February 14, 2022



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Dan Troke, Chief Administrative Officer

